

NASA Glenn Research Center
Cleveland, Ohio

February 8, 2005

TO: Glenn Employees, Onsite Contractors, and NASA Exchange Personnel

FROM: A/Director

SUBJECT: NASA Diversity and Equal Opportunity Policy Statement

Administrator Sean O'Keefe issued a NASA Diversity and Equal Opportunity Policy Statement on November 9, 2004, which clearly states his reaffirmation of the Agency's commitment to diversity and equal opportunity. NASA is committed to fostering an environment that embraces open and effective communication, teamwork, and mutual respect for each other. A diverse workplace, dedicated to maximizing the potential of every employee, is integral to the NASA vision and mission and a necessity for the success of NASA in the 21st century. This policy statement is indicative of NASA's commitment to maintain a culture that is free of discrimination and is inclusive of all individuals regardless of race, religion, color, sex, national origin, age, or disability.

It is paramount to take proactive measures to make certain that the entire NASA Glenn community is aware of, understands, and supports the NASA Diversity and Equal Opportunity Policy Statement. Furthermore, as a Federal Government Agency and field installation, we represent the interests of the entire American public. We believe that a staff that reflects America's diversity makes good business sense. Our Agency and America benefit from the innovation that occurs when people work together who have different experiences and perspectives.

We have established NASA Core Values, (Safety, NASA Family, Excellence, and Integrity) that will assist us in fulfilling NASA's vision and mission, and achieve its goals relevant to the needs of our Nation. The best way for us to do this is for all of us at Glenn to work together. We are striving to make Glenn a model workplace, but we cannot achieve this goal unless we have full commitment and adherence to the policy. In order to achieve a model workplace, people must be able to work together as a team in a quality environment that provides fair and equitable treatment to all employees, and engenders trust and respect.

If you have any questions regarding equal opportunity and civil rights, personnel in the Office of Equal Opportunity Programs are available for assistance at (216) 433-2323. Please contact personnel in the Diversity Management Office at (216) 433-3768 for questions pertaining to diversity and for guidance on implementation, or assistance in identifying and eliminating policy violations.

/s/

Julian M. Earls

Enclosure

National Aeronautics and Space Administration (NASA)
Policy Statement on
Diversity and Equal Opportunity

At this important moment in the history of NASA, as we move out with optimism and a renewed spirit of discovery to meet the challenges of the new Space Exploration Vision and Mission, I am reaffirming the Agency's commitment to diversity and equal opportunity. A diverse workplace, dedicated to maximizing the potential of every employee, is integral to the NASA vision and mission, and a necessity for the success of NASA in the 21st. century. NASA is committed to fostering an environment that embraces open and effective communication, teamwork, and mutual respect for each other.

In demonstrating our commitment to these principles, we will celebrate and honor our NASA Core Values of Safety, the NASA Family, Excellence, and Integrity. We will recruit, hire, and retain a diverse workforce that is highly skilled in the competencies needed to fulfill the NASA mission and vision for space exploration. NASA will strengthen and maintain a workplace culture that promotes understanding and appreciation of diverse cultural and ethnic backgrounds and lifestyles. In doing so, NASA will continue to encourage respect for the value of diverse ideas, perspectives, and experiences, acknowledging the benefits for innovation and excellence that such diversity can bring.

NASA will exemplify in all of our decision-making the principle that employees have the freedom to compete on a fair and level playing field and; thereby, empower everyone to fully contribute. We will provide a workplace environment that is professionally supportive and intellectually stimulating. We will provide a workplace environment that is safe and free from all forms of illegal discrimination, including harassment, reprisal, and retaliation, and where needed and appropriate, reasonable accommodations are readily available for employees and others with disabilities who participate in our educational and related programs.

I expect each NASA manager and supervisor to treat all employees, our partners, and others with whom we work with respect and dignity. I also expect each supervisor, manager, and team member to understand, respect, and act in accordance with our equal opportunity rights and responsibilities. I especially expect the supervisors and managers to lead the way by example in shaping our workplace culture and environment.


Like America, NASA is a beautiful mosaic of people from different backgrounds, with different' talents and expertise. Being open to listening to new and innovative ideas that enlighten and provide unique insights into our work can encourage employees and others to "go the extra mile" to help us not only meet expectations set for our Agency but, in fact, exceed those expectations.

Accordingly, our commitment to diversity and equal opportunity is not only "the right thing to do" but it also is the "smart thing to do" for success in the 21st. century. A high-performing workforce enhances our ability to more effectively implement the President's historic mandate, to return to the Moon and journey to Mars and beyond. To do this, each of us must redouble our efforts to treat all employees as we wish to be treated, with respect, fairness, and dignity. In doing so, the NASA Core Values become embedded in our every thought and action. I am confident that we can do this.

I will do my part, and I challenge you to do yours.



Sean O'Keefe
Administrator



Date